**Final Exam 2016 – Excel Portion**

1. Open Excel file “Final Exam 2016 InfoPro” from our website.
2. Save as “Final Exam 2016 yourname“.
3. Insert a formula in cell D2 that multiplies the price in cell B2 with the number in cell C2. Copy the formula in cell D2 to cells D3 through D14.
4. Change the width of column D to 130 pixels.
5. Insert the sum of cells D2 through D14 into cell D15.
6. Change the width of columns A and B to 110 pixels
7. Adjust the width of column C to 100 pixels.
8. Change the height of row 1 to 35 pixels.
9. Change the height of rows 2-14 to 25.
10. Change the height of row 15 to 20.
11. Insert a row above row 1 and type “Capstan Marine Products” in the new A1.
12. Change height of row 1 to 42 pixels and row 2 to 32 pixels.
13. Insert 2 blank rows (should be rows will be rows 7 & 8).
14. Type the following data into the specific cells:
    1. A7 – 855-495
    2. B7 – 42.75
    3. C7 – 5
    4. A8 – ST039
    5. B8 – 12.99
    6. C8 – 25
15. Copy the formula from cell D6 down to cells D7 and D8.
16. Insert a new column A.
17. Type the following data into the specific cells:
    1. A2 – Company
    2. A3 – RD Manufacturing
    3. A8 – Smithco, Inc.
    4. A11 – Sunrise Corporation
    5. A15 – Geneva Systems
18. Adjust the width of column A to accommodate the longest entry.
19. Insert a new column B.
20. Type “Date” in B2.
21. Delete row 5.
22. Delete column B.
23. Clear the contents of rows 7 & 8 and enter the following new data:
    1. A7 – Ray Enterprises
    2. B7 – S894-T
    3. C7 – 4.99
    4. D7 – 30
    5. B8 – B-3448
    6. C8 – 25.50
    7. D8 – 12
24. In B2 change the # to the word Number.
25. Auto fit column width in cell B2.
26. Merge and Center cells A1 – E1.
27. Choose Middle Vertical Alignment.
28. Center cells A2 – E2.
29. Choose Middle Vertical Alignment.
30. Insert a new blank row 2.
31. In A2 type “Purchasing Department”.
32. Merge and Center A2 – E2.
33. Format A1 with the following:
    1. Bookman Old Style typeface
    2. Size 22
    3. Text color – Dark Blue (in standard color section).
34. Format A2 with the following:
    1. Bookman Old Style typeface
    2. Size 16
    3. Text color – Dark Blue (in standard color section).
35. Set A3 – E18 to Bookman Old Style typeface.
36. Set all information in row 3 to size 14 font. Bold and centre it as well.
37. Adjust columns A – E to accommodate the longest entry in each column.
38. Add a thick double-line bottom border to cell A2.
39. Set the cell style to “total” for the range of B19-E19
40. Type you name in F1 and save the file. Print and hand in your file to me. Email the file to [jp2techdropbox@gmail.com](mailto:jp2techdropbox@gmail.com) to be safe.